Staff Data Set

Data Collection Team

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2014-15 Staff Data Set

Welcome, before we begin…

- Please enter in the Chat Area your:
  - School Name
  - First and Last Name
  - Email Address
- Handouts have been sent
- Hold all questions until after the presentation
- Chat Area is not private, messages sent to individuals in chat area are also received by the moderators

2014-15 Staff Data Set

Agenda

- Brief Staff Data Set overview
- Template and data set changes
- Data Quality Engine (DQE) validations
- Preparation key reminders
- Question and answer session

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2014-15 Staff Data Set

Data Set Schedule

- Data Set opens Oct. 1, 2014
- Data Set closes Oct. 17, 2014
- Correction window Nov. 3 –14, 2014
- Accuracy Certification Statement (ACS) deadline: Dec. 1, 2014

Why Is This Data Reported?

- Observe all certificated and non-certificated personnel within public Pa. local educating agency (LEA) and the costs of those positions (captured through salaries not including benefits)

- Observe trends related to personnel filling the positions in Pa. public local educating agency (LEA)
  - Experience
  - Education
  - Terminations
  - Other

Who Is Reported?

Staff members who are:

- Active
- On long-term leave (semester or longer)
- Long-term substitutes filling **vacant** positions
- Left the LEA between Oct. 22, 2013 and Oct. 1, 2014 for any reason
- LEA employees and employees subcontracted from other entities

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Who Is Reported?

Long-term substitutes:

- **October Staff Data Set** – Report only those long-term substitute teachers filling a vacant position
- **Course/Highly Qualified Teacher Data Set** – Report to Pennsylvania Information Management System (PIMS) all long-term substitute teachers who are:
  - Filling a position, with instructional responsibility, for a core content course for 70 or more days
  - Assigned primary instruction responsibility for students in a course as Teacher of Record as a long-term substitute. A teacher on leave for the entirety of a course should not be reported as teacher for that course

Who Is Not Reported?

Staff members who are:

- Temporary staff (day-to-day substitute)
- Support staff
- Security staff (report in June)
- Staff employed by another LEA that administers a program to your students

How Is This Data Submitted?

- Staff Template
  - Cumulative record of all staff (terminated and non-terminated)
  - Required to submit Staff Assignment, Staff Snapshot and Highly Qualified Teacher templates
- Staff Snapshot Template
  - Demographic record of all staff for a single school year as of a specific date (Oct. 1, 2014)
- Staff Assignment Template
  - Report staff assignments for a given school year
  - Percent of time allocated to each assignment

Which Template?

- Active Staff – Must be uploaded in Staff, Staff Snapshot, and Staff Assignment templates
- Terminated Staff – Must be uploaded in Staff and Staff Snapshot templates

Staff Data Set Reminders

- All staff data must be:
  - Submitted using a valid Professional Personnel ID (PPID)
  - Reported for open schools with student enrollments
- Report long-term substitutes in the October data set only if they are filling a vacancy
- Staff assignment data is used to update TIMS
- All intermediate units report staff at location code 0000
- School security personnel can no longer be uploaded during the October Staff Data Set

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Data Quality Engine (DQE)

- Compound Rules
  - Staff member reported as terminated, DQE will validate in File Manager to see if the following fields were populated, Termination Code and Exit Date

- Advanced Rules
  - Staff member was reported as non-terminated and as a full-time FTE in the Staff and Staff Snapshot Template, the DQE will sum all the "Percent Time Assigned" reported in the Staff Assignment Template for this staff member to validate the time is equal to 100 percent

Best Practices: Pre-Submission

- Key field data checked twice – especially PPID
- Required fields filled with valid values
- Non-terminated staff do not have "Exit Date" or "Termination Code" populated
- Submission file has the correct file name

Staff and Staff Snapshot Preparation

- Make sure all records contain a valid PPID
- Correct staff IDs in your source system
- Calculate annual salary
- Years of experience starts at one
- Run the Cognos *Staff Template Verification Reports* in Excel® for 2014-15 after uploading your data into PIMS
- Compare Staff to Staff Snapshot
- Compare Staff Snapshot to
  - Reporting requirements
  - Current staff

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Terminated Staff

- Report staff as terminated when staff:
  - Are no longer employed at your LEA
  - Were reported in error prior years
- Report terminations occurring between Oct. 22, 2013 and Oct. 1, 2014, for any reason

Reporting Terminations

- Report in Staff and Staff Snapshot Template
  - “Active/Inactive Indicator” = T
  - “Termination Code” is populated
  - “Exit Date” is populated (date is prior or equal to current snapshot date)
  - “Annual Salary” = 0
- Staff Assignment Template is not required for terminated staff
- Verify your terminations using
  - Termination Errors – LEA – Missing Data Element(s) or Other
  - Termination Errors – LEA – Missing Termination for Current Year

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Staff Assignment Preparation

- Active staff duties for the year
  - Not based on certification; No Highly Qualified Teacher impact
  - Major assignments

  Note: Do not include lunch, study hall, prep, bus and other such duties
- Staff on leave reported as if active
- Identify Assignment Codes – *Appendix B in PIMS User Manual Volume 2*

Staff Assignment Preparation

- For each non-terminated staff you should know:
  - Every school where they work in your LEA
  - Every assignment they have
  - The percent of time dedicated to each assignment
- Run the Cognos *Staff Snapshot Template Verification Reports* in Excel® for 2014-15 after uploading your data into PIMS

Staff Assignment Reminder

- Every LEA must have one (and only one) chief school administrator
- School staff must be reported in all active schools where they work
- LEA administrators should be reported at location 0000, not in every school
- Assignments are summed for all duties and locations
  - Full-time staff percent time assigned must total 100 percent
  - Part-time staff percent time assigned must total less than 100 percent

Percent Of Time Assigned Examples

- Business manager
  - Assignment 9910 – 100 percent at location 0000
- High school and middle school principal (one building, two schools)
  - Assignment 1111 – 50 percent at location middle school
  - Assignment 1105 – 50 percent at location high school
- Elementary music, five schools, one day per week each school, all year
  - Assignment 7201 – 20 percent at each location (five records)

Percent Of Time Assigned Examples

- Half-day, all year kindergarten teacher
  - Assignment 2843 – 50 percent at location
- Half-day, first semester Russian teacher
  - Assignment 4480 – 25 percent at location

Staff Assignment Warning

- Most fields in the Staff Assignment Template are key fields
- You cannot upload changes into key fields
- If you make an error in a key field you must request a deletion and then upload a new record
- “Percent Time Assigned” and “Completion Date” are the only updatable fields in this template

School Status

- Check EdNA: http://www.edna.ed.state.pa.us/
- Verify new school numbers edited/added in EdNA prior to data set
- Staff must be reported for open schools with student enrollments

Which LEA Should Report This Person?

- The LEA that employs a person is responsible for reporting:
  - Staff
  - Staff Snapshot
  - Staff Assignment
  - Course
  - Course Instructor
  - Staff Student Subtest
- This means that in situations where an LEA subcontracts services from another LEA that reports to PIMS, only the employing LEA is responsible for reporting related staff and course data

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Which LEA Should Report This Person?

- Each LEA that employs a single person under multiple or separate contracts, is responsible for reporting:
  - Staff
  - Staff Snapshot
  - Staff Assignment
  - Course
  - Course Instructor
  - Staff Student Subtest

Private Vendor/Instituion of Higher Education

- When an LEA enters into an agreement with a private vendor or an institution of higher education, and the agreement includes the use of the vendor's or institution of higher education's staff in the performance of work on behalf of the LEA, the LEA retains responsibility for reporting:
  - Staff
  - Staff Snapshot
  - Staff Assignment
  - Course
  - Course Instructor
  - Staff Student Subtest
- Personnel employed by private vendors or institution of higher education may be reported with fictitious IDs as represented below:
  - 8888888 – Institution of Higher Education
  - 9999999 – Private Vendor

Post-Submission Steps

- Run *Staff Snapshot & Staff Assignment Template Details Reports* in Excel®
  - No refresh needed
  - Location: Production > Staff Profile Reports > Verify-Validation Reports >
- Sort and use filters to analyze data
  - All schools and 0000 represented
  - Key administrators reported
  - Valid data in all fields

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Post-Submission Steps

- Run Staff Profile Reports > Error Reports
  - Professional Personnel Edits
  - Termination Errors – LEA – Missing Data Element(s) or Other
  - Termination Errors – LEA – Missing Termination for Current Year
- Update LEA source system if errors are identified in the error reports
  - Re-upload updated files into PIMS

Run the Accuracy Certification Statement Often

- Wait 90 minutes after refresh at noon or 5:30 a.m.
- Run the ACS after correcting errors identified by the error reports
  - Review the 2014-15 ACS for accuracy
- Run error reports if you have errors in the ACS
- Run and submit the ACS by Dec. 1, 2014, with no errors

PDE Feedback Report

- Staff and student comparisons
- Feedback reports will only be sent on an as-needed basis, determined by PDE
- PDE relies on LEA's to review, verify and submit correct data

Accuracy Certification Statement

- PDF format recommended
- Do not submit the ACS if you have errors on the ACS or PDE feedback report
- Have chief school administrator, director or superintendent sign and submit when correct
- Due Dec. 1, 2014

PIMS Support Services Resources

- Latest PIMS documents
- Frequently asked questions
- Searchable knowledge base
  - www.education.state.pa.us > Programs > PIMS > PIMS Help
- Phone Support
  - 800.661.2423
  - Monday - Friday 8 a.m.- 4 p.m. (closed on holidays)

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Other Resources

- PIMS October Staff Data Set questions:
  - PIMS website resources
  - PIMS Support Services – 800.661.2423 or use the online form
- No access to PIMS or PIMS Reports:
  - LEA's PIMS Security Administrator
  - eGrants Help Desk (ra-eGrantsHelp@pa.gov)
- Non-PIMS staffing and certification issues:
  - LEA's human resources staff
  - Bureau of School Leadership and Teacher Quality

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Questions

- Submit only October Staff Data Set related questions
- Type your questions into the chat window
- Send to this room following our prompt
- Join the monthly Q & A sessions for quick answers http://vclass.cciu.org

Contacts

- Data Collection Team
  - RA-DDQDataCollection@pa.gov
- PIMS Support Services
  - Submit request through ServiceNow
  - 800.661.2423

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For more information on the October Staff Data Set please visit PDE's website at www.education.state.pa.us

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.

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